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25 July 1963

**MEMORANDUM OF RECORD**

**SUBJECT: DD/R Staff Meeting Minutes of 24 July 1963**

**PRESENT: Colonel Giller**

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1. Colonel Giller directed that each office lay on some adequate mechanism to insure the timely response to the many and varied actions that generate daily on and in the DD/R. These actions come from the Director's office, orally assigned in the morning meetings, some by telephone, some by memoranda, others generate from other parts of the Agency, some from outside, others internally within the DD/R, and some means must be devised to make sure that all of these actions are assigned, given appropriate treatment, followed up and resolved satisfactorily. At this particular time there is no satisfactory way in which this can be done from any one central point, therefore, responsibility must rest with each unit to provide this function and also to keep the Office of the DD/R informed where the action has been assigned by the DD/R or relayed through the DD/R or could reasonably be considered to be of interest to the DD/R if levied directly on any one of the offices. Further, we must be prepared to evaluate and improve these mechanisms as experience would indicate.

2. In a brief discussion of the briefing to be presented by OSA on Friday of their computer progress and programs, it was agreed that [REDACTED] would invite Colonel White, DD/S, and [REDACTED], Chief, ADPS. The names of all attendees must be passed to [REDACTED]

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**Subject: DD/R Staff Meeting 2**

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3. [REDACTED] briefed the group on several current RLINT proposals and activities.

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[REDACTED]

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5. [REDACTED] called attention to the DD/I Notice setting up the Collection Guidance Staff and observed that it would have some direct and particular interest to the DD/R. This Notice was familiar to the group and it was agreed that a briefing by the Guidance Staff would be appropriate as soon as they are sufficiently developed to do so.

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6. [REDACTED] mentioned that in connection with our previous discussion involving the approval of [REDACTED] clearances, it is his understanding that a memorandum is coming to the DD/R from Mr. Bannerman stating his office's inability to take over this function, and requesting that the DD/R continue to handle these requests. Colonel Giller asked [REDACTED] to take care of responding to this memorandum and working out some proposed solution.

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[REDACTED]  
[REDACTED]  
Executive Assistant  
Deputy Director (Research)

**Distribution:**

- 25X1A
- 1 - Colonel Giller
  - 2 - [REDACTED]
  - 3 - Colonel Ludford
  - 4 - Mr. Miller
  - 5 - [REDACTED]
  - 6 - [REDACTED]
  - 7 - [REDACTED]
  - 8 - [REDACTED]
  - 9 - DD/R Subj
  - 10 - DD/R Chrono

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DDR: [REDACTED]: 6561:bb (25 July 63)

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